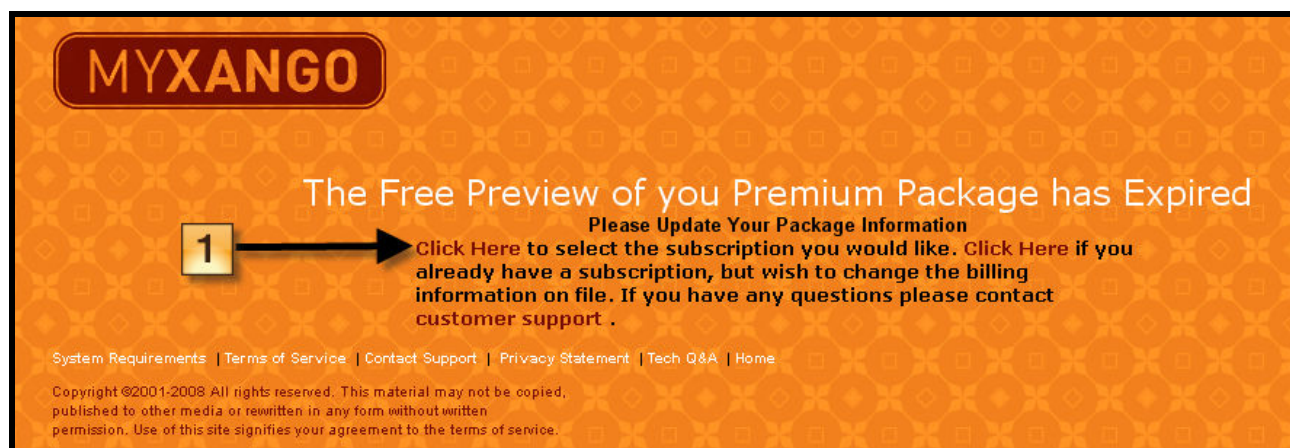


What To Do When Your MYXANGO Office Trial Period Expires

From the time you join XanGo™, you have 90 days to check out 3 additional tools available in your MYXANGO back office. The options are Holding Tank, Email Broadcasting and Webmeetings. These options are available via the BUSINESS TOOLS menu. The next time you try to login to your back office after the 90 days have past, you are presented with a screen that looks like:



SEQUENCE TO FOLLOW

1 - To gain access to your MYXANGO back office, click on the text to the right of the arrow (single click with the left hand mouse button). The following screen is displayed.

Enter your updated billing information, and click the "Update" button below.

Changing information on this page only affects your MYXANGO OFFICE subscription order. It will not affect any other orders on file at XanGo.

Monthly Premium Site Subscription
(add description later) for **US\$15.00 per MONTH.**

Yearly Premium Site Subscription
(add description later) for **US\$125.00 per YEAR.**

Universal Basic Package
(add description later) for **US\$0.00 per MONTH.**

* Required Fields

Payment

Name As It Appears On Credit Card: *

Credit Card Type: *

Credit Card Number: *

Note: Your credit card expiration date must be greater than the current month.

Expiration Date: Month Year *

For security reasons, your credit card number is not displayed.

2 - Unless you wish to continue using the additional tools, select the 3rd option – Universal Basic Package as shown below. As this option does not incur any cost, you can skip the payment section.

Universal Basic Package
(add description later) for **US\$0.00 per MONTH.**

* Required Fields

Payment

Name As It Appears On Credit Card: *

Credit Card Type: *

Credit Card Number: *

Note: Your credit card expiration date must be greater than the current month.

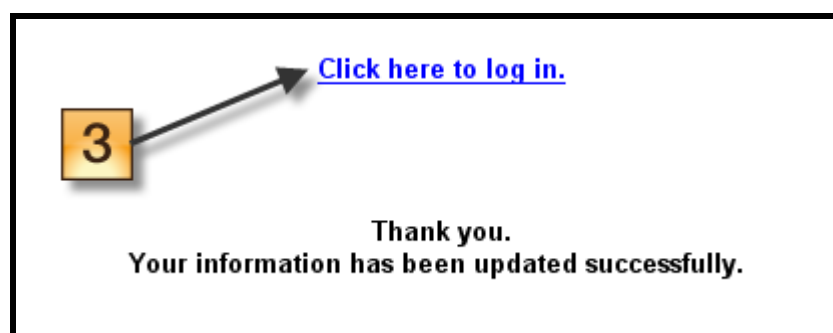
Expiration Date: Month Year *

For security reasons, your credit card number is not displayed.

If you wish to continue using the additional tools, choose the monthly or annual subscription option and enter payment details as shown above.

Click on the Update button at the bottom of the screen.

3 - The following screen view is displayed:



Click on the link to the right of the arrow above to return to the login page as shown below.

4 - XanGo™'s Login Page looks like:



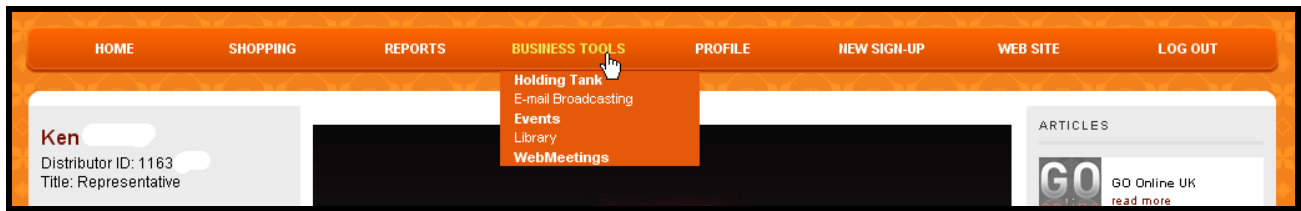
5 - Enter your Distributor ID number and password, click on the Login button and you should now have access to your MYXANGO back office.

If you have any questions or issues with this process, contact XanGo™ Customer Services.

=====

MORE INFORMATION

The 3 additional tools available within the trial period are shown below:

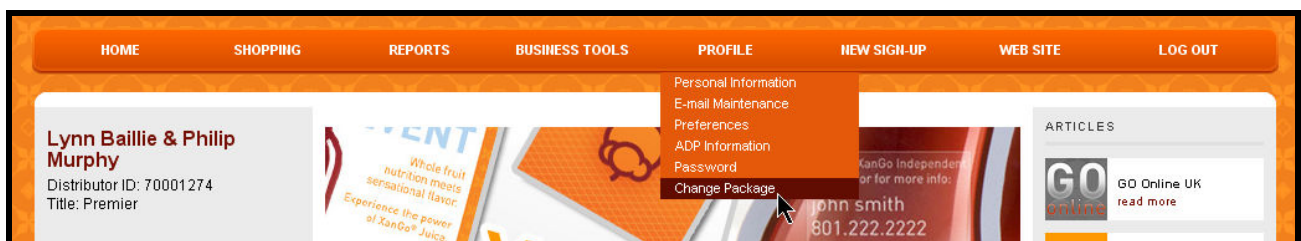


1 – **Holding Tank** – this is a facility that is only useful if you invite your contacts to signup via *your* XanGo™ prospecting website. If you do AND choose to setup the Holding Tank option your new signup has their order processed immediately but you have up to 7 days to assign sponsor and placement information otherwise your distributor ID is used as the default for both the sponsor and placement details.

2 – **E-mail Broadcasting** – this is a useful tool that leaders may wish to make use of. As the name suggests, you have the facility to broadcast emails to your entire downline who have the 'receive emails from upline' option selected. This may have happened by default so if you have customers that would prefer not to receive such emails, go to PROFILE -> EMAIL MAINTENANCE and de-select the option to receive emails from upline sponsors.

3 – **Web Meetings** – this option gives access to webinar facilities for use in building your XanGo™ business.

You can choose to add these options at any time via the PROFILE -> CHANGE PACKAGE as shown below:



When you select the Change Package option the screen view looks like:

https://www.iact1.com - Mozilla Firefox

Change Package

Choose Package

Monthly Premium Site Subscription
(add description later) for **US\$15.00 per MONTH.**

Yearly Premium Site Subscription
(add description later) for **US\$125.00 per YEAR.**

Universal Basic Package (Your Current Package)
(add description later) for **US\$0.00 per MONTH.**

Note: If you downgrade your package your access to some services will be disabled, but the amount you will be charged each period will not change until the next billing period.

Update Personal Web Site Address

For Packages with Personal Web Sites you may update your Personal Web Site Address

Choose Your Business Site Address: (English letters and numeric characters only)

To cancel your account, please [contact support](#).

Follow the process as outlined from Step 2 above.

=====

RELATED TRAINING DOCUMENTS:

- **How to Login to Your XanGo™ Back Office**

RELATED TRAINING VIDEOS:

- **How to Login To Your XanGo™ Back Office**

----- END OF TRAINING DOCUMENT -----